a New Day for Federal Service

a New Day for Federal Service

Finding and Applying for Jobs in the Federal Government

What We Will Cover

- Why Work for the Federal Government?
- Five Steps to a Federal Job
  - Step 1 – Search for Jobs (USAJOBS)
  - Step 2 – Review the Job Opportunity Announcement
  - Step 3 – Set Up/Manage Your Account
  - Step 4 - Apply for a Job
  - Step 5 – Keep Track of Progress
- What to Expect Next
- Additional Resources

Why Work for the Federal Government?

- Broad, positive, and immediate impact through public service
- Cutting edge programs establish you at the forefront of meeting national challenges
- Unique opportunities for professional and personal growth, and to develop your network
- Competitive compensation and work/life balance
- An environment in which you can excel as an individual and part of a greater team

Why Work for the Federal Government? (cont'd)

- The General Schedule (GS) is the primary pay scale for many Federal jobs from Grades 1-15; other pay systems exist
- Varies by geographic location
- Entry-level grade varies by occupation
- Many jobs include potential for progression through several grades

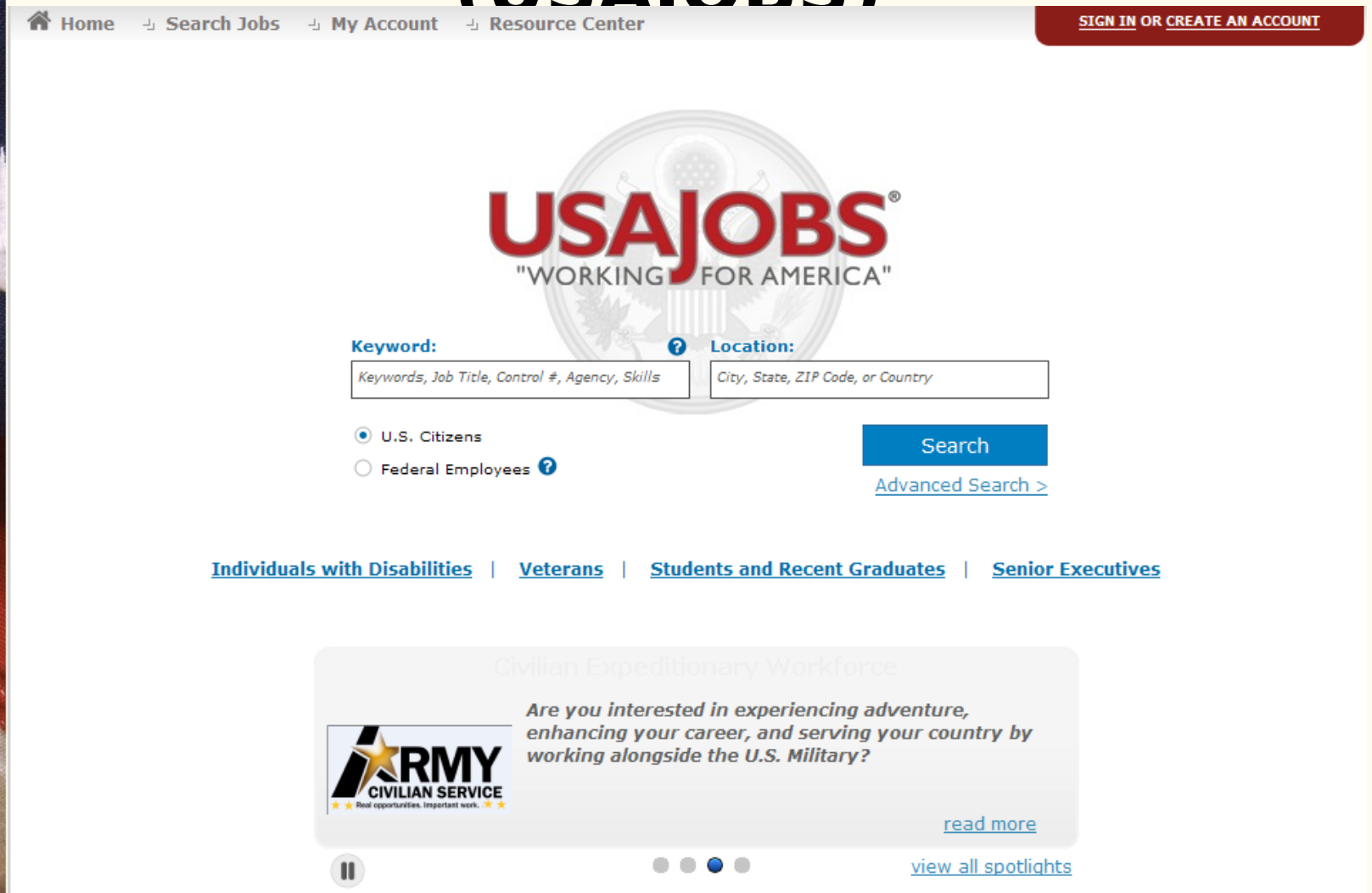
Selected 2014 Starting Salaries

City	GS-5	GS-7	GS-9	GS-11
Atlanta	$33,049	$40,939	$50,077	$60,527
Detroit	$34,379	$42,586	$52,092	$63,025
Dallas	$33,432	$41,413	$50,656	$61,288
Miami	$33,465	$41,454	$50,706	$61,349
New York City	$35,662	$44,175	$54,035	$65,377
San Francisco	$37,443	$46,382	$56,735	$68,643
Washington, DC	$34,415	$42,631	$52,146	$63,091
Rest of U.S.	$31,628	$39,179	$47,923	$57,982

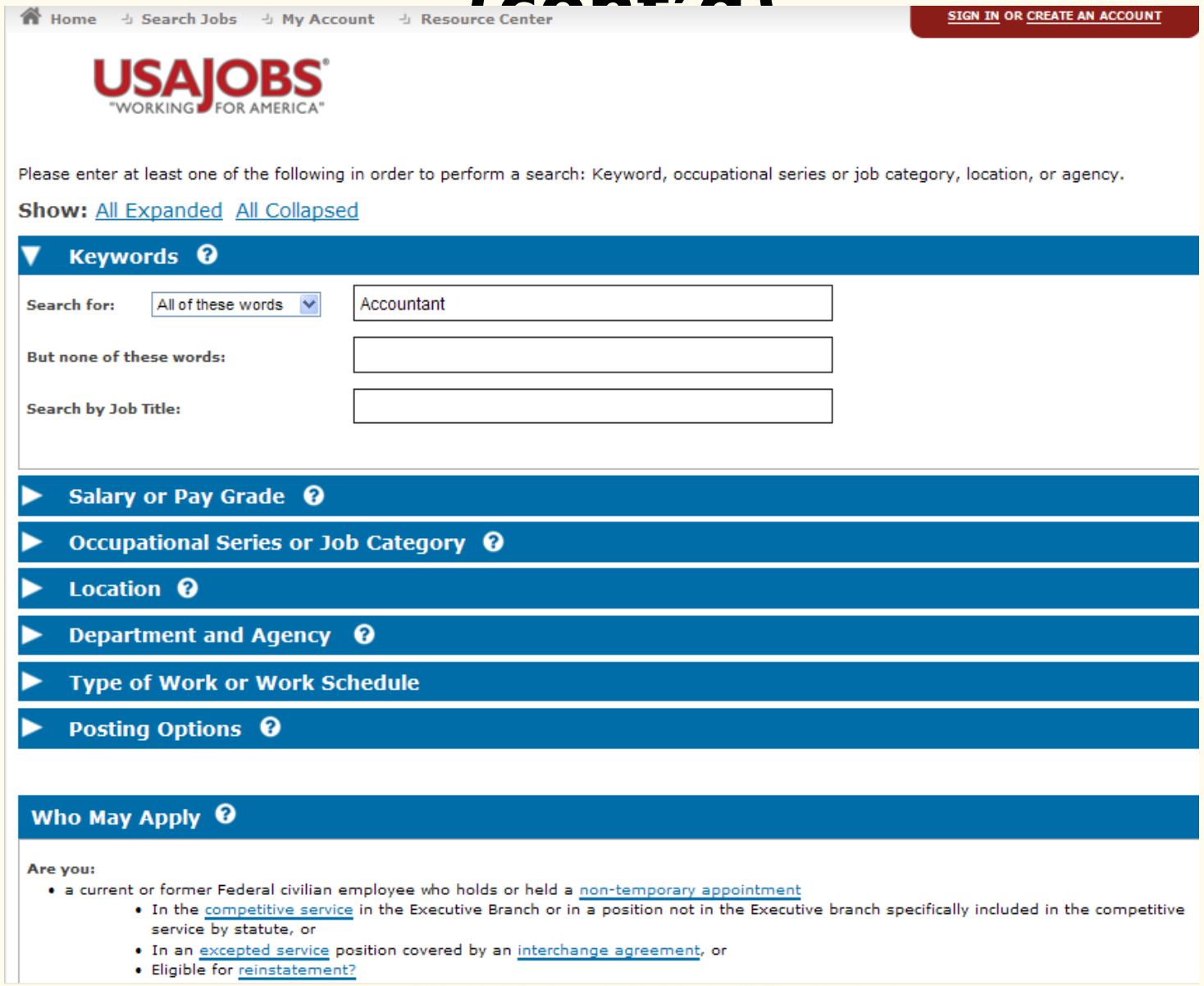
Five Steps to a Federal Job

- Step 1 – Search for Jobs (USAJOBS)
  - Basic (on the main USAJOBS screen)
  - Advanced (use the Advanced Search feature)
- Step 2 – Review the Job Opportunity Announcement
- Step 3 – Set Up/Manage Your Account
  - Create an Account
  - Manage Account Features
- Step 4 - Apply for a Job
- Step 5 – Keep Track of Progress

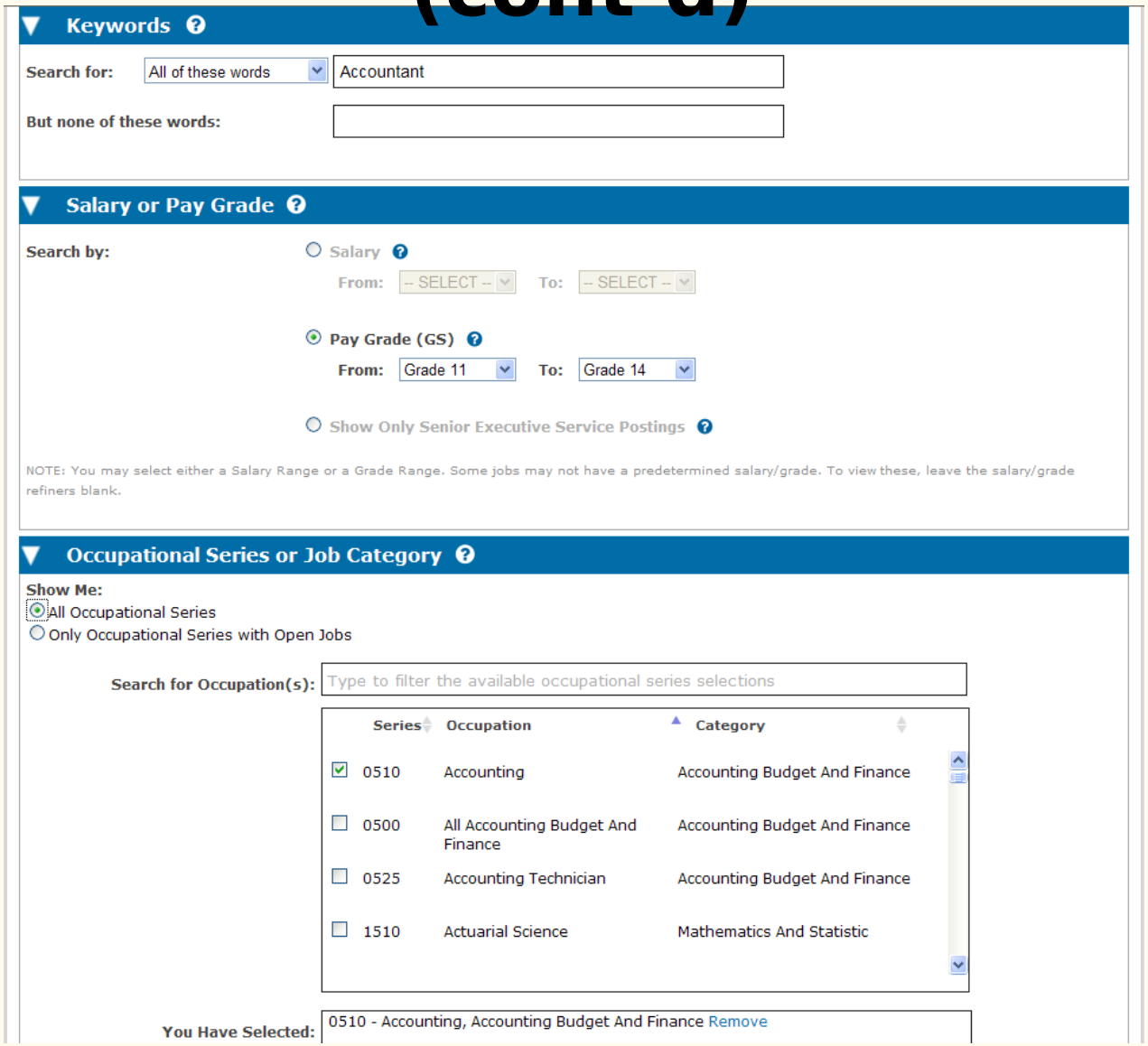
Step 1 – Search for Jobs (USAJOBS)


Home
Search Jobs
My Account
Resource Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Keywords, Job Title, Control #, Agency, Skills
Location:
City, State, ZIP Code, or Country
U.S. Citizens
Federal Employees
Search
Advanced Search >
Individuals with Disabilities | Veterans | Students and Recent Graduates | Senior Executives
Civilian Expeditionary Workforce
ARMY CIVILIAN SERVICE
Real opportunities. Important work.
Are you interested in experiencing adventure, enhancing your career, and serving your country by working alongside the U.S. Military?
read more
view all spotlights

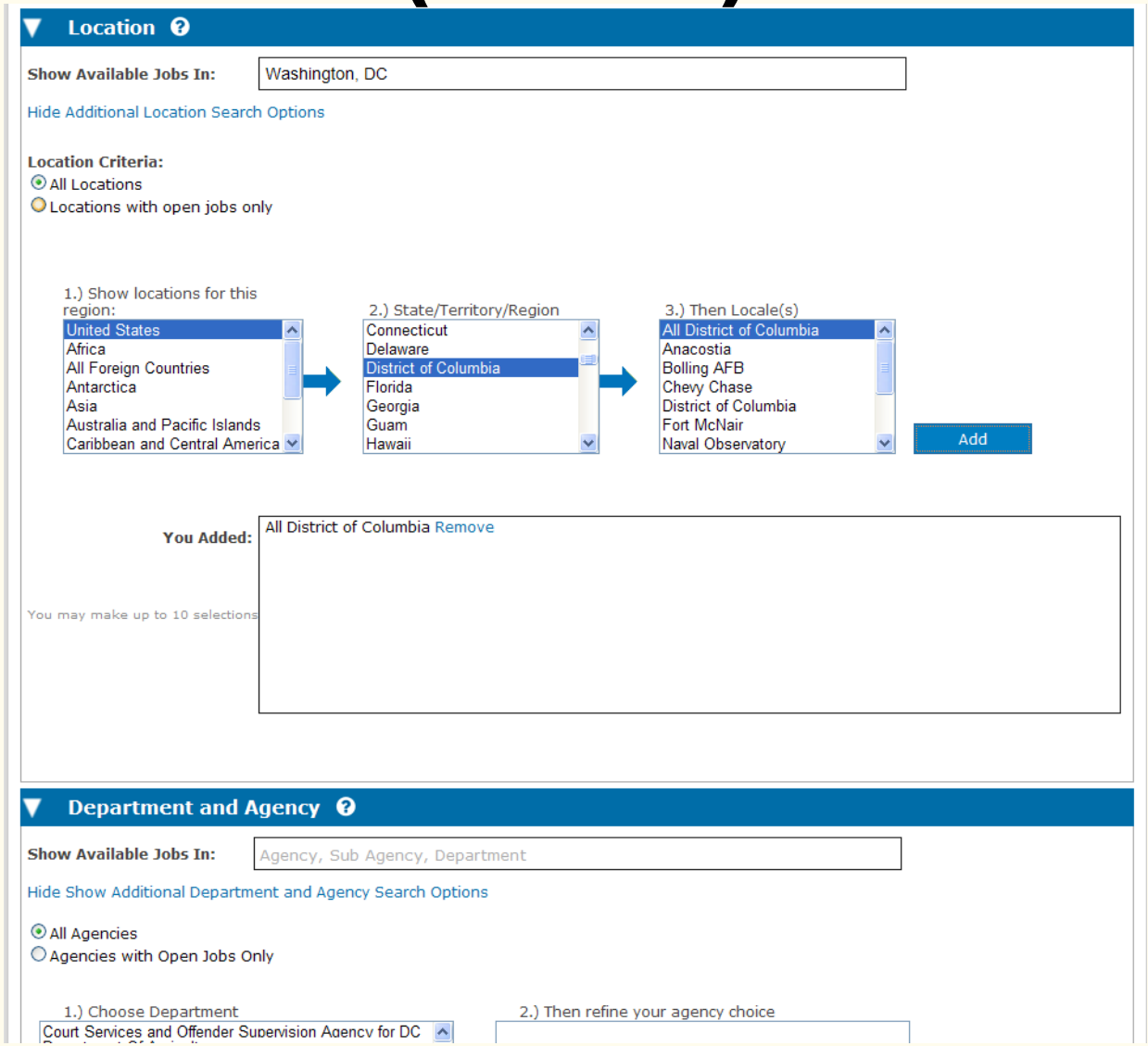
Step 1 – Search for Jobs (cont'd)


Home
Search Jobs
My Account
Resource Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS
"WORKING FOR AMERICA"
Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.
Show: All Expanded All Collapsed
Keywords
Search for:
All of these words
Accountant
But none of these words:
Search by Job Title:
Salary or Pay Grade
Occupational Series or Job Category
Location
Department and Agency
Type of Work or Work Schedule
Posting Options
Who May Apply
Are you:
a current or former Federal civilian employee who holds or held a non-temporary appointment
In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
In an excepted service position covered by an interchange agreement, or
Eligible for reinstatement?

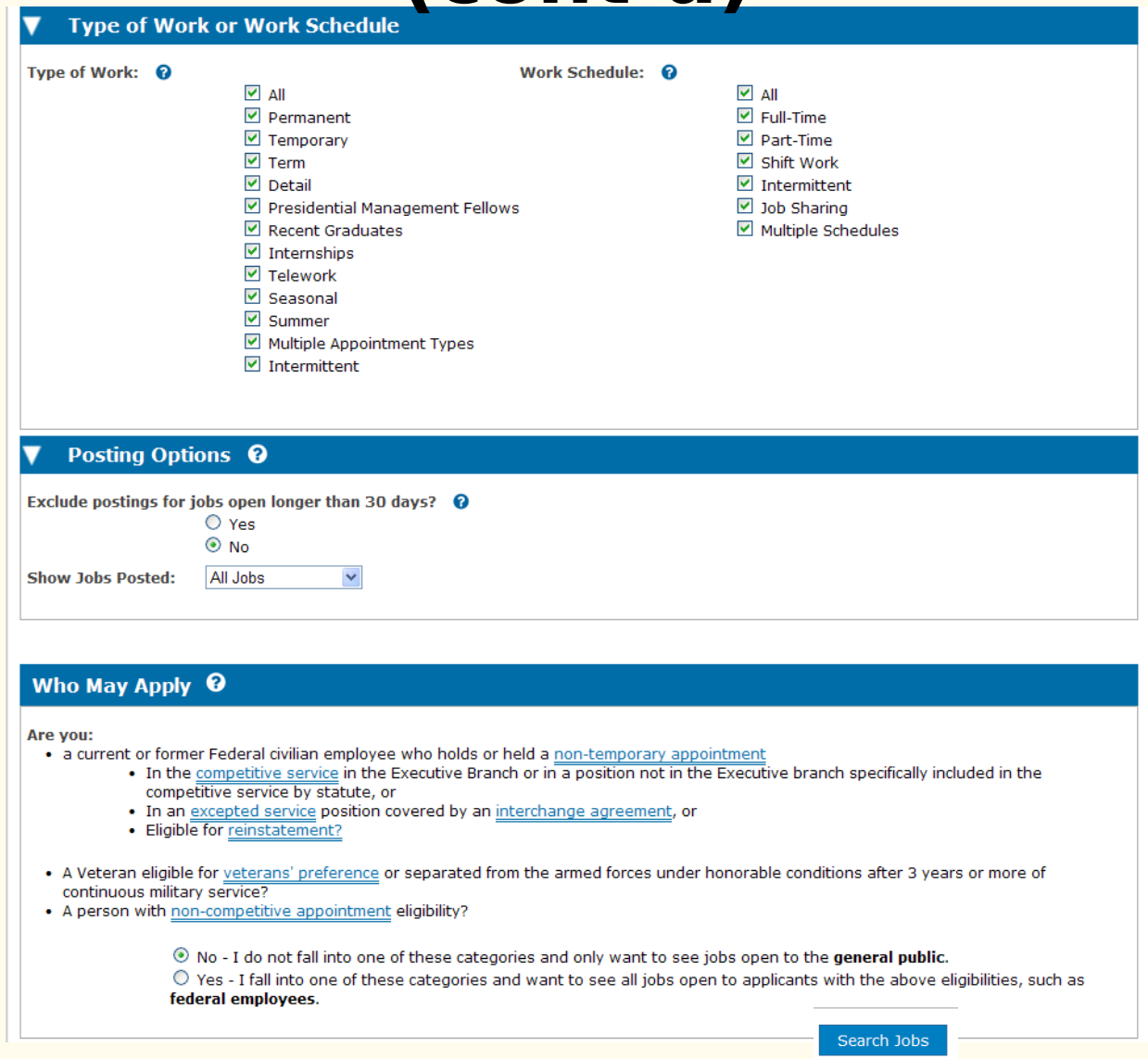
Step 1 – Search for Jobs (cont'd)



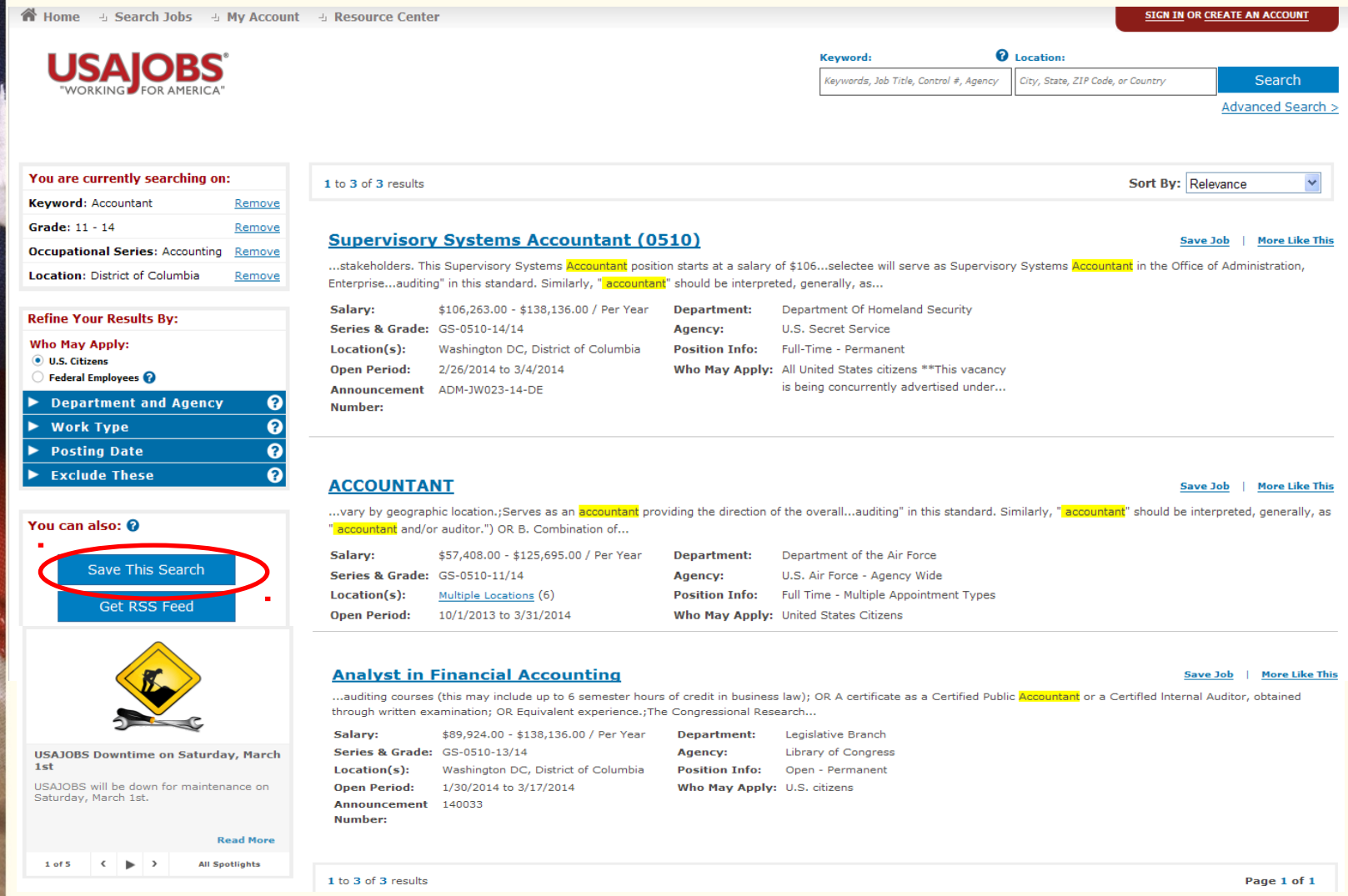
Step 1 – Search for Jobs (cont'd)



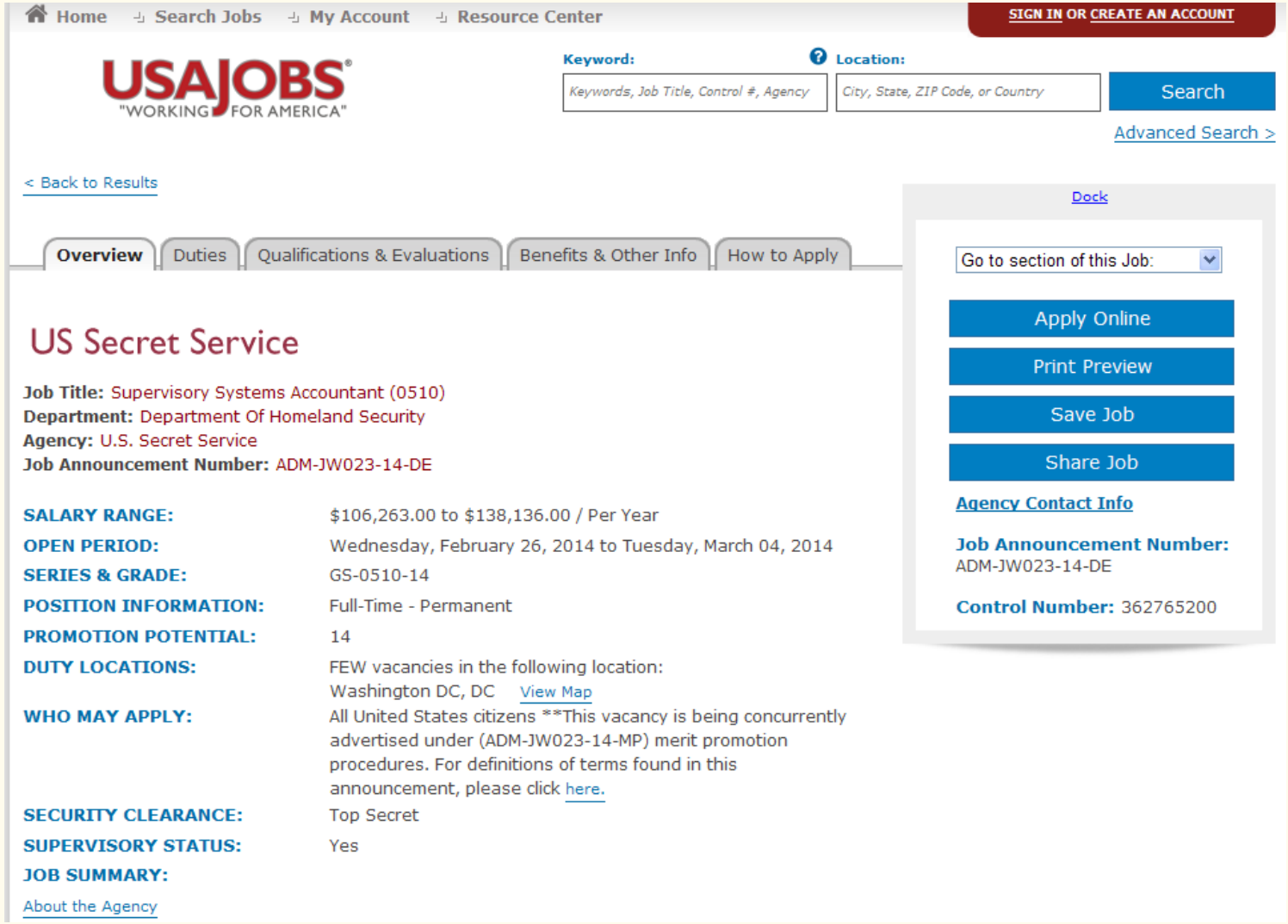
Step 1 – Search for Jobs (cont'd)


Type of Work or Work Schedule
Type of Work:
All
Permanent
Temporary
Term
Detail
Presidential Management Fellows
Recent Graduates
Internships
Telework
Seasonal
Summer
Multiple Appointment Types
Intermittent
Work Schedule:
All
Full-Time
Part-Time
Shift Work
Intermittent
Job Sharing
Multiple Schedules
Posting Options
Exclude postings for jobs open longer than 30 days?
Yes
No
Show Jobs Posted:
All Jobs
Who May Apply
Are you:
a current or former Federal civilian employee who holds or held a non-temporary appointment
In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
In an excepted service position covered by an interchange agreement, or
Eligible for reinstatement?
A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
A person with non-competitive appointment eligibility?
No - I do not fall into one of these categories and only want to see jobs open to the general public.
Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.
Search Jobs

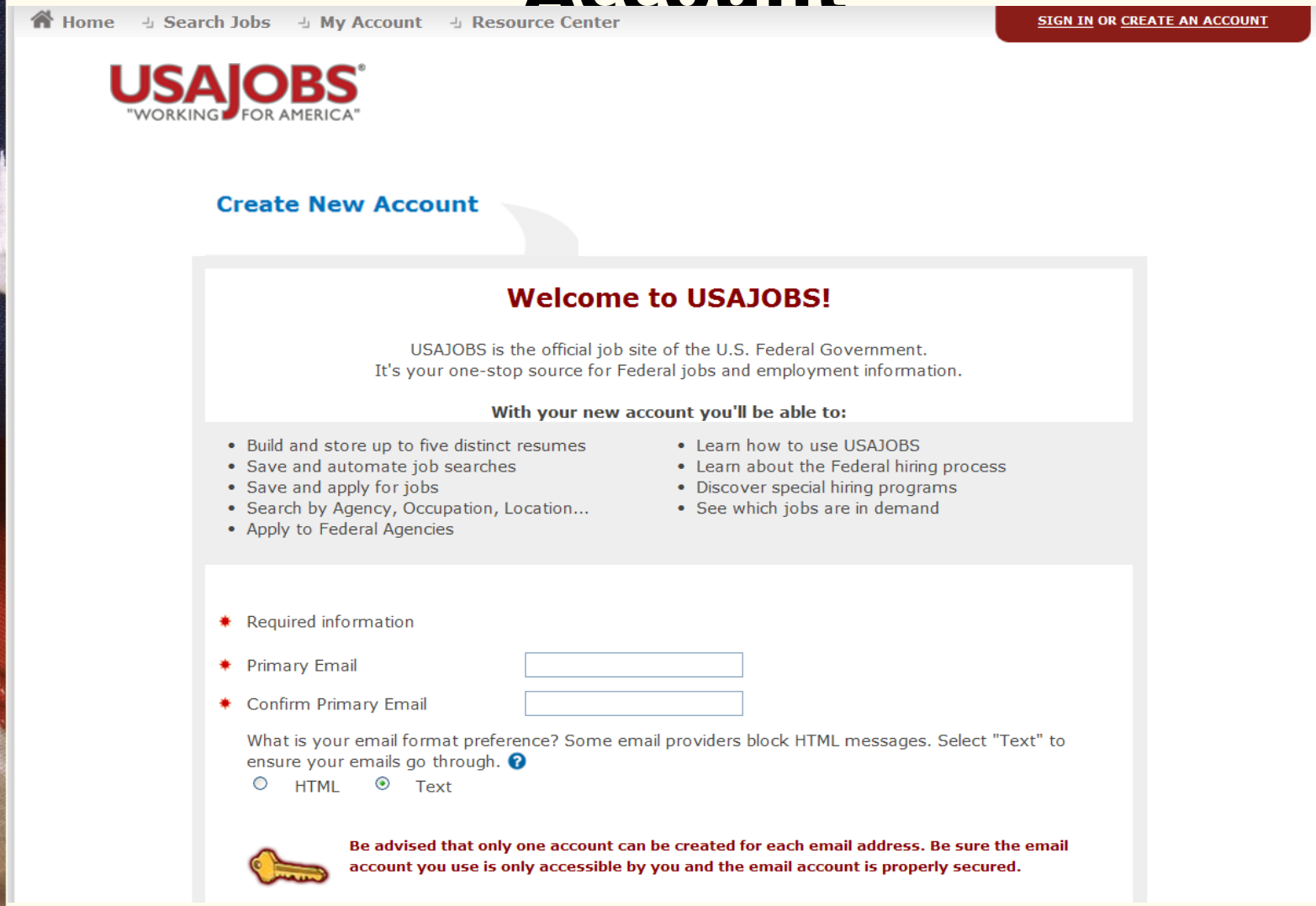
Step 1 – Search for Jobs (cont'd)


Home
Search Jobs
My Account
Resource Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
You are currently searching on:
Keyword: Accountant Remove
Grade: 11 - 14 Remove
Occupational Series: Accounting Remove
Location: District of Columbia Remove
Refine Your Results By:
Who May Apply:
U.S. Citizens
Federal Employees
Department and Agency
Work Type
Posting Date
Exclude These
You can also:
Save This Search
Get RSS Feed
USAJOBS Downtime on Saturday, March 1st
USAJOBS will be down for maintenance on Saturday, March 1st.
Read More
1 of 5
All Spotlights
1 to 3 of 3 results
Sort By: Relevance
Supervisory Systems Accountant (0510)
Save Job | More Like This
...stakeholders. This Supervisory Systems Accountant position starts at a salary of $106...selectee will serve as Supervisory Systems Accountant in the Office of Administration, Enterprise...auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as...
Salary: $106,263.00 - $138,136.00 / Per Year
Series & Grade: GS-0510-14/14
Location(s): Washington DC, District of Columbia
Open Period: 2/26/2014 to 3/4/2014
Announcement Number: ADM-JW023-14-DE
Department: Department Of Homeland Security
Agency: U.S. Secret Service
Position Info: Full-Time - Permanent
Who May Apply: All United States citizens **This vacancy is being concurrently advertised under...
ACCOUNTANT
Save Job | More Like This
...vary by geographic location.;Serves as an accountant providing the direction of the overall...auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.") OR B. Combination of...
Salary: $57,408.00 - $125,695.00 / Per Year
Series & Grade: GS-0510-11/14
Location(s): Multiple Locations (6)
Open Period: 10/1/2013 to 3/31/2014
Department: Department of the Air Force
Agency: U.S. Air Force - Agency Wide
Position Info: Full Time - Multiple Appointment Types
Who May Apply: United States Citizens
Analyst in Financial Accounting
Save Job | More Like This
...auditing courses (this may include up to 6 semester hours of credit in business law); OR A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR Equivalent experience.;The Congressional Research...
Salary: $89,924.00 - $138,136.00 / Per Year
Series & Grade: GS-0510-13/14
Location(s): Washington DC, District of Columbia
Open Period: 1/30/2014 to 3/17/2014
Announcement Number: 140033
Department: Legislative Branch
Agency: Library of Congress
Position Info: Open - Permanent
Who May Apply: U.S. citizens
1 to 3 of 3 results
Page 1 of 1

Step 2 – Review the Job Opportunity Announcement


Home
Search Jobs
My Account
Resource Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Keywords, Job Title, Control #, Agency
Location:
City, State, ZIP Code, or Country
Search
Advanced Search >
< Back to Results
Dock
Overview
Duties
Qualifications & Evaluations
Benefits & Other Info
How to Apply
Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job
Agency Contact Info
Job Announcement Number:
ADM-JW023-14-DE
Control Number: 362765200
US Secret Service
Job Title: Supervisory Systems Accountant (0510)
Department: Department Of Homeland Security
Agency: U.S. Secret Service
Job Announcement Number: ADM-JW023-14-DE
SALARY RANGE: $106,263.00 to $138,136.00 / Per Year
OPEN PERIOD: Wednesday, February 26, 2014 to Tuesday, March 04, 2014
SERIES & GRADE: GS-0510-14
POSITION INFORMATION: Full-Time - Permanent
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: FEW vacancies in the following location: Washington DC, DC View Map
WHO MAY APPLY: All United States citizens **This vacancy is being concurrently advertised under (ADM-JW023-14-MP) merit promotion procedures. For definitions of terms found in this announcement, please click here.
SECURITY CLEARANCE: Top Secret
SUPERVISORY STATUS: Yes
JOB SUMMARY:
About the Agency

Step 3 – Set Up/Manage Your Account


Home
Search Jobs
My Account
Resource Center
SIGN IN OR CREATE AN ACCOUNT
USAJOBS
"WORKING FOR AMERICA"
Create New Account
Welcome to USAJOBS!
USAJOBS is the official job site of the U.S. Federal Government.
It's your one-stop source for Federal jobs and employment information.
With your new account you'll be able to:
Build and store up to five distinct resumes
Save and automate job searches
Save and apply for jobs
Search by Agency, Occupation, Location...
Apply to Federal Agencies
Learn how to use USAJOBS
Learn about the Federal hiring process
Discover special hiring programs
See which jobs are in demand
Required information
Primary Email
Confirm Primary Email
What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through.
HTML
Text
Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Step 3 – Set Up/Manage Your Account (cont'd)

Special Hiring Options

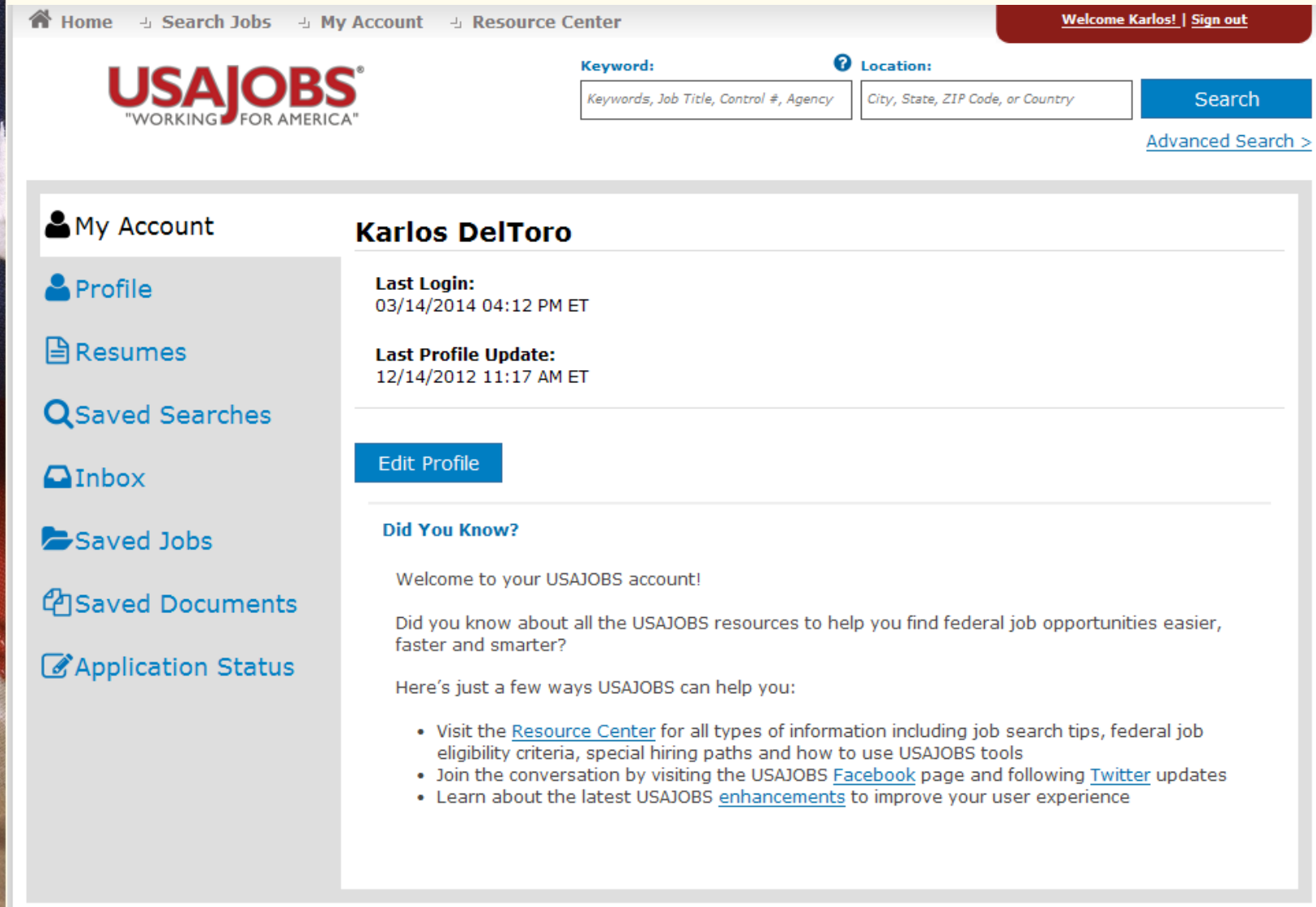
Select from among the special hiring authorities listed below for which you are eligible.
(Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our Special Hiring Options page.

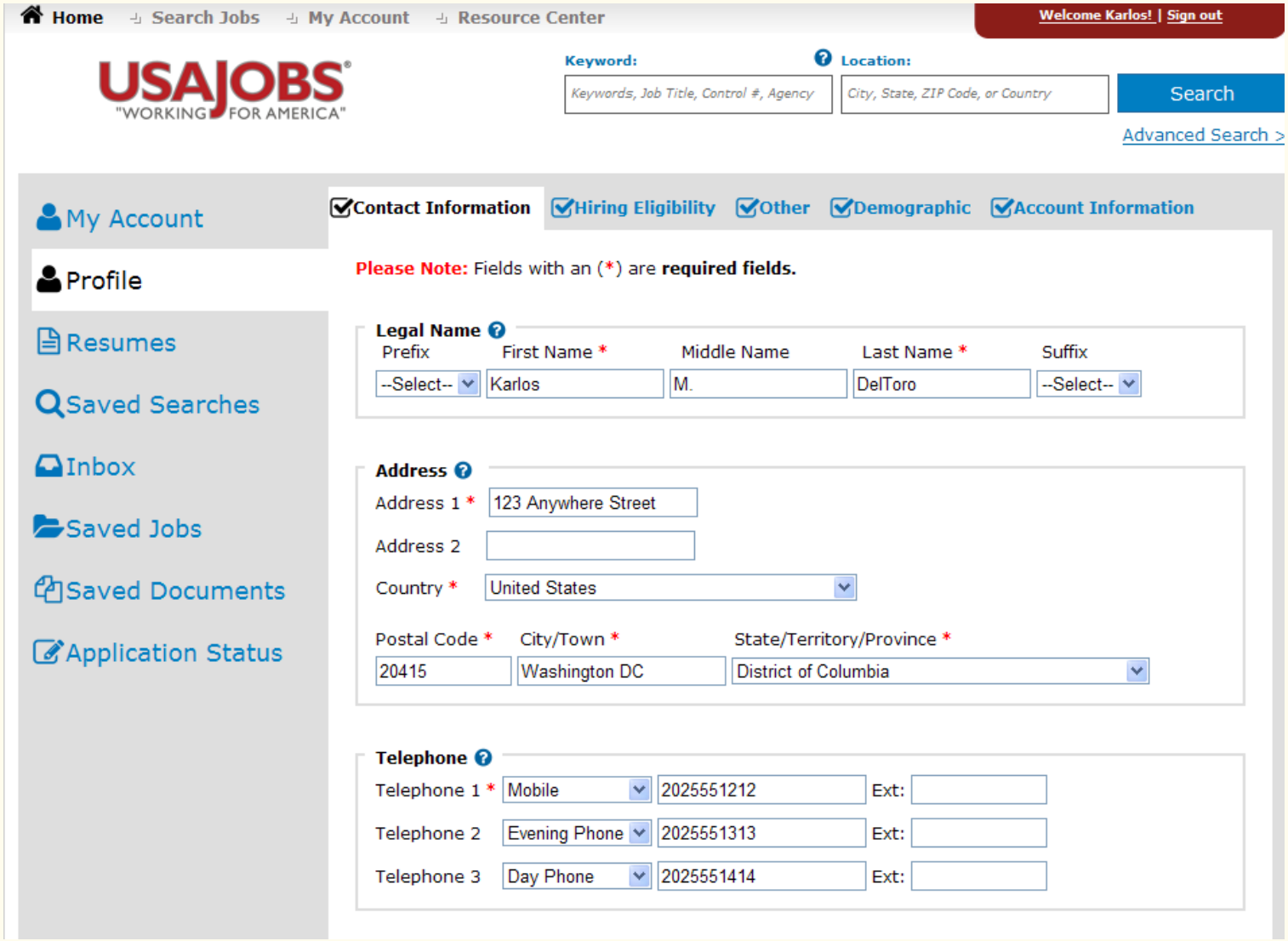
- ☐ Veterans Recruitment Appointment (VRA)
- ☐ 30% or More Disabled Veteran
- ☐ Disabled veterans who have completed a VA training program
- ☐ Military Spouse
- ☐ Certain former overseas employees
- ☐ Schedule A Disabled

Previous | Save | Next

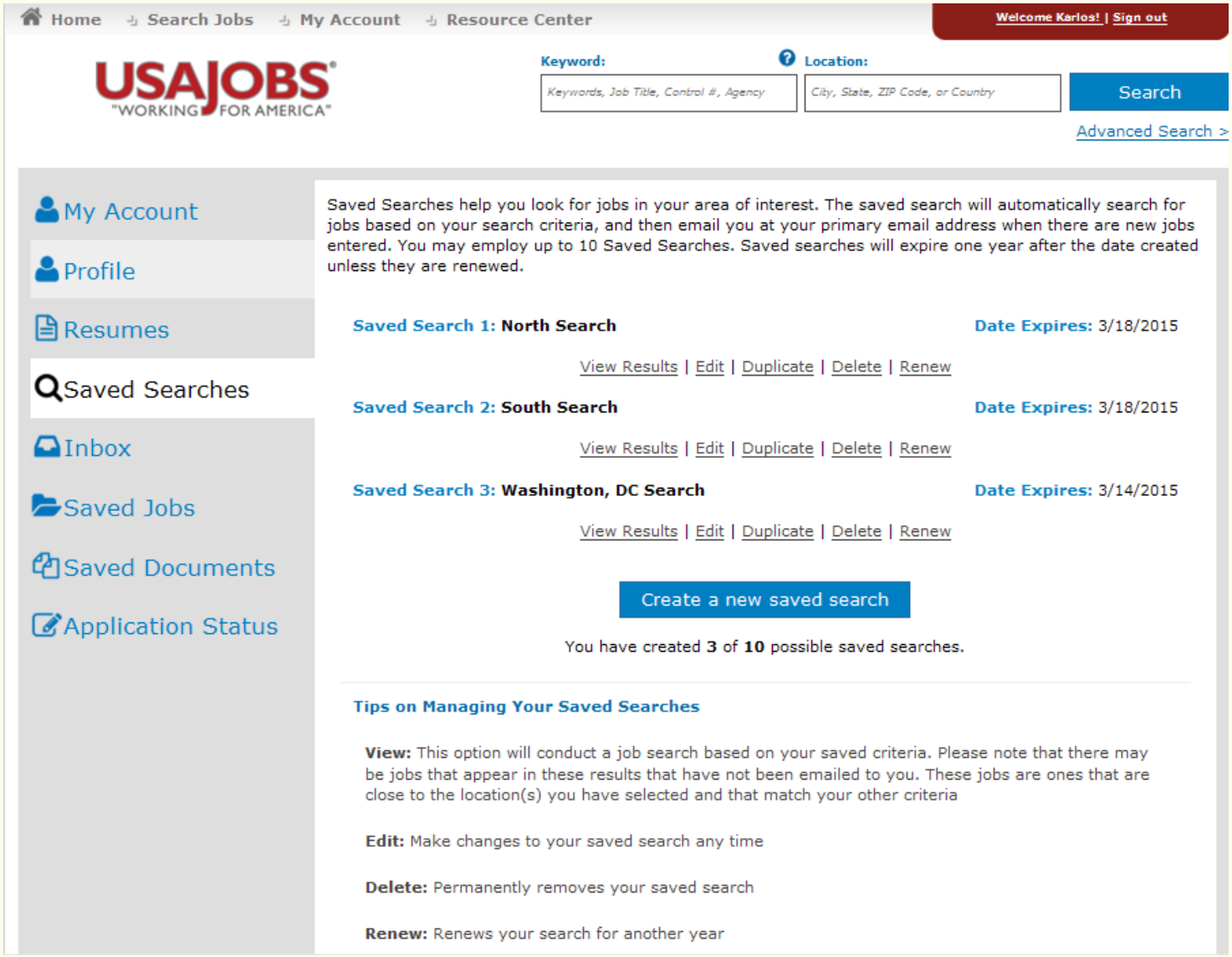
Step 3 – Set Up/Manage Your Account (cont'd)


Home
Search Jobs
My Account
Resource Center
Welcome Karlos! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
Karlos DelToro
Last Login:
03/14/2014 04:12 PM ET
Last Profile Update:
12/14/2012 11:17 AM ET
Edit Profile
Did You Know?
Welcome to your USAJOBS account!
Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?
Here's just a few ways USAJOBS can help you:
Visit the Resource Center for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
Join the conversation by visiting the USAJOBS Facebook page and following Twitter updates
Learn about the latest USAJOBS enhancements to improve your user experience

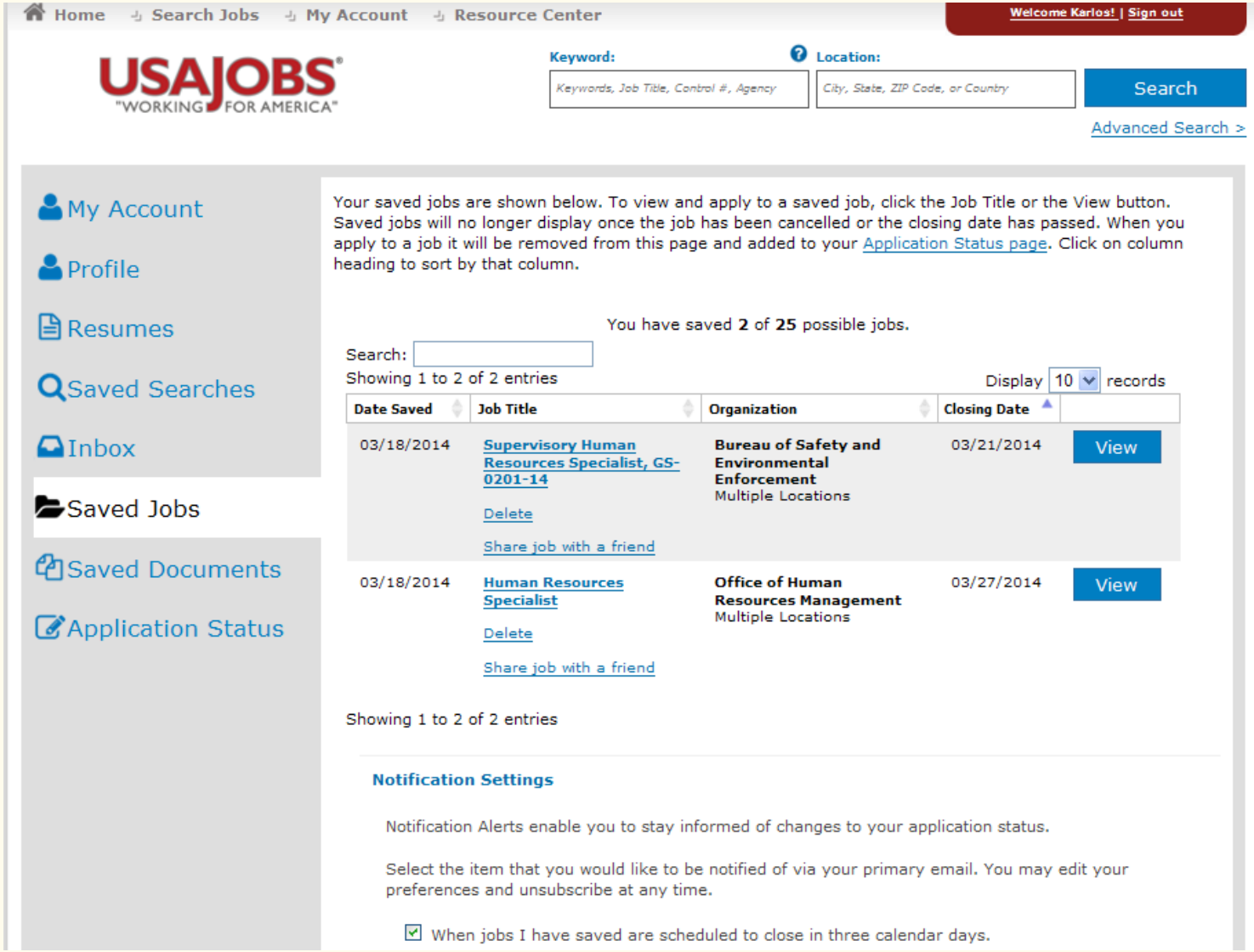
Step 3 – Set Up/Manage Your Account (cont'd)



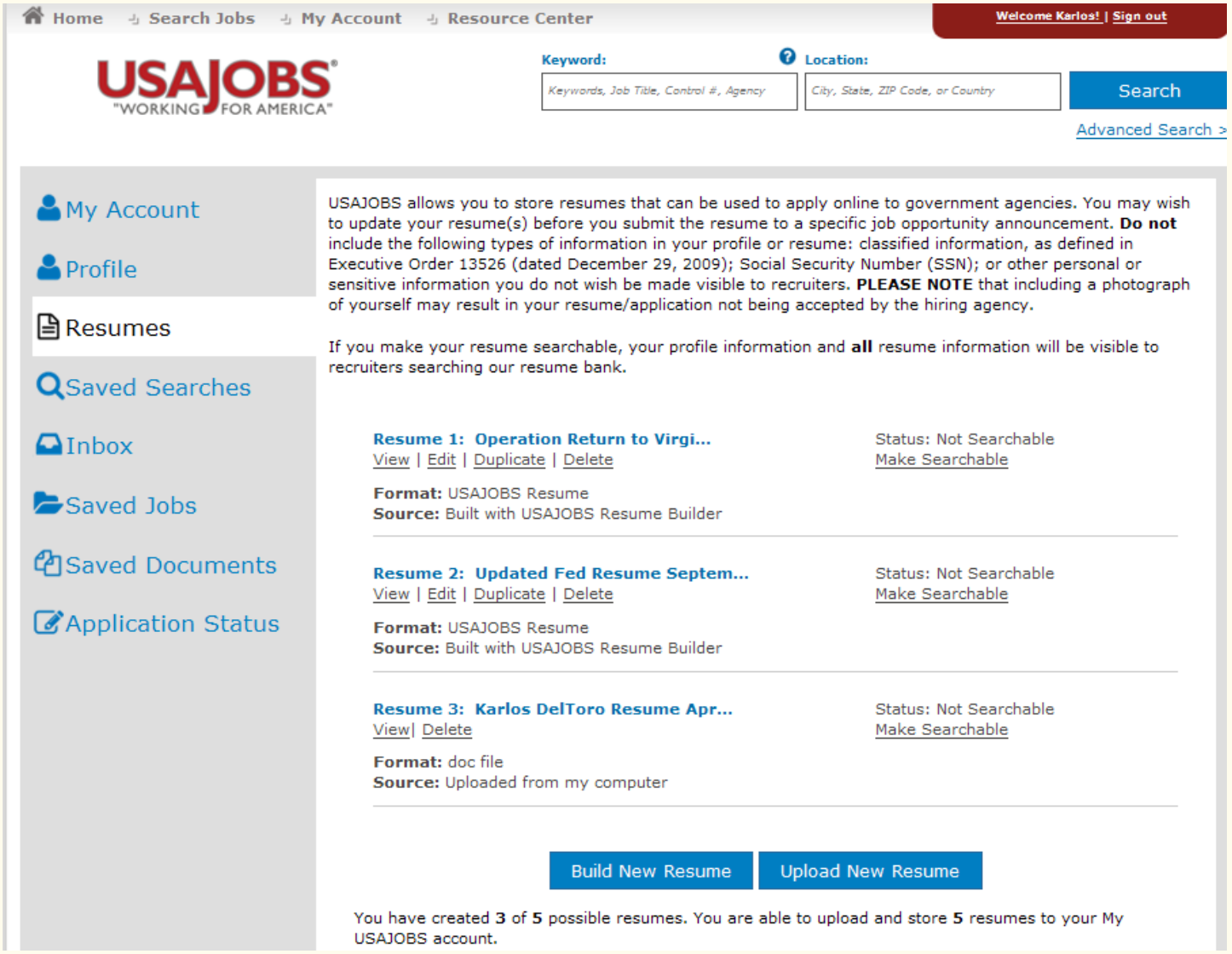
Step 3 – Set Up/Manage Your Account (cont'd)


Home
Search Jobs
My Account
Resource Center
Welcome Karlos! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Keywords, Job Title, Control #, Agency
Location:
City, State, ZIP Code, or Country
Search
Advanced Search >
My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.
Saved Search 1: North Search
Date Expires: 3/18/2015
View Results | Edit | Duplicate | Delete | Renew
Saved Search 2: South Search
Date Expires: 3/18/2015
View Results | Edit | Duplicate | Delete | Renew
Saved Search 3: Washington, DC Search
Date Expires: 3/14/2015
View Results | Edit | Duplicate | Delete | Renew
Create a new saved search
You have created 3 of 10 possible saved searches.
Tips on Managing Your Saved Searches
View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria
Edit: Make changes to your saved search any time
Delete: Permanently removes your saved search
Renew: Renews your search for another year

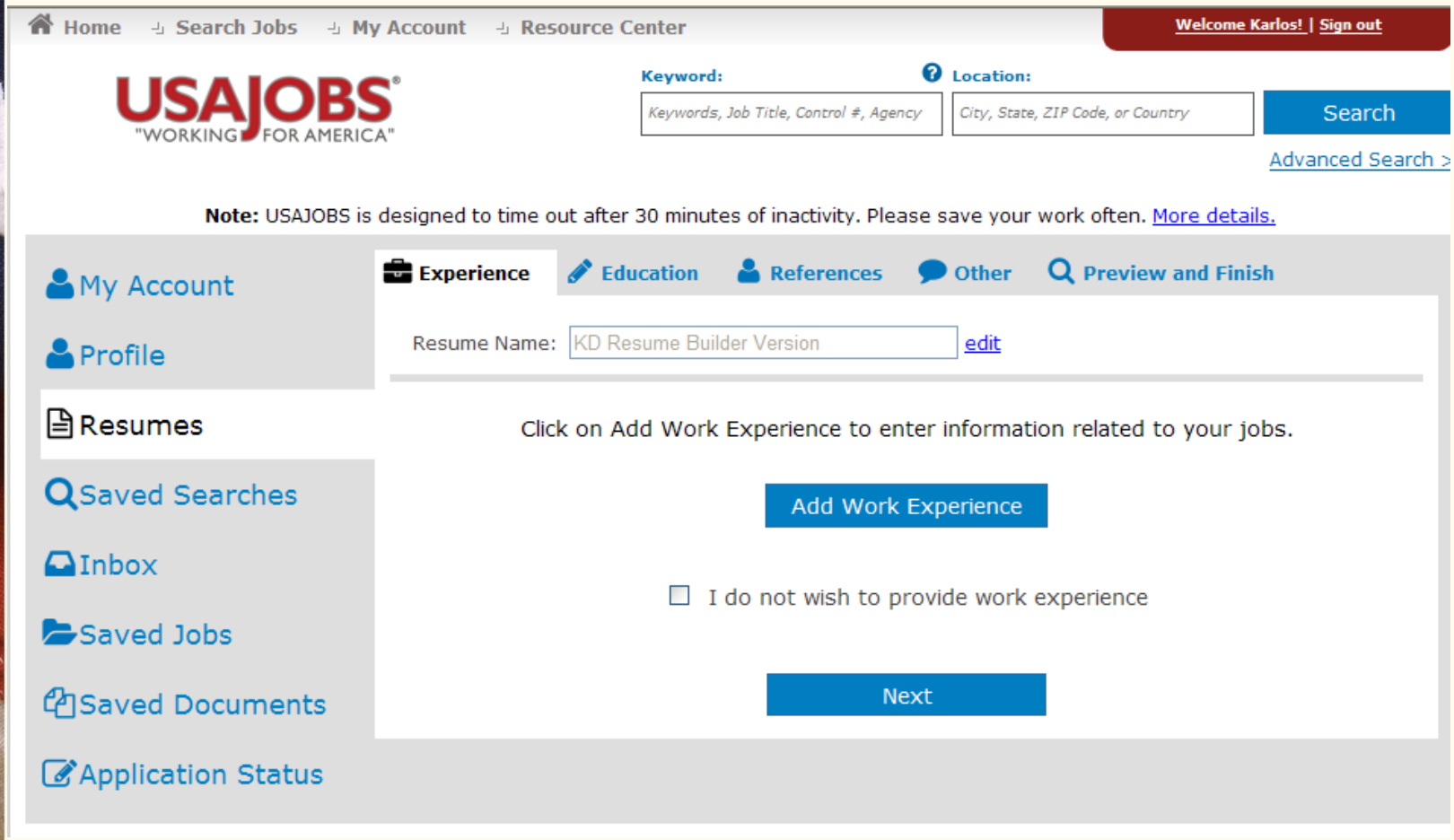
Step 3 – Set Up/Manage Your Account (cont'd)


Home
Search Jobs
My Account
Resource Center
Welcome Karlos! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your Application Status page. Click on column heading to sort by that column.
You have saved 2 of 25 possible jobs.
Search:
Showing 1 to 2 of 2 entries
Display 10 records
Date Saved
Job Title
Organization
Closing Date
03/18/2014
Supervisory Human Resources Specialist, GS-0201-14
Delete
Share job with a friend
Bureau of Safety and Environmental Enforcement
Multiple Locations
03/21/2014
View
03/18/2014
Human Resources Specialist
Delete
Share job with a friend
Office of Human Resources Management
Multiple Locations
03/27/2014
View
Showing 1 to 2 of 2 entries
Notification Settings
Notification Alerts enable you to stay informed of changes to your application status.
Select the item that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.
When jobs I have saved are scheduled to close in three calendar days.

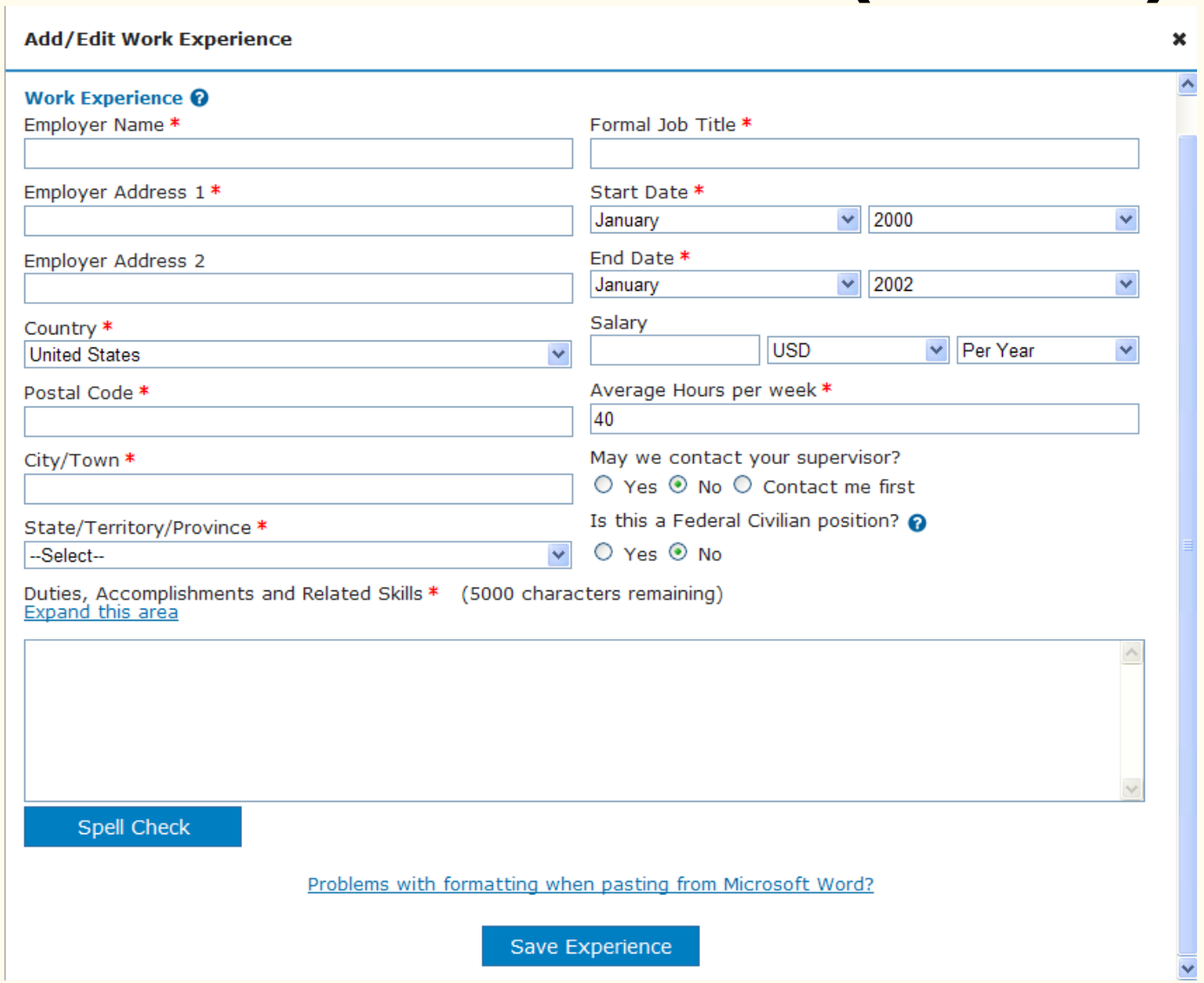
Step 3 – Set Up/Manage Your Account (cont'd)


Home
Search Jobs
My Account
Resource Center
Welcome Karlos! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. PLEASE NOTE that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.
If you make your resume searchable, your profile information and all resume information will be visible to recruiters searching our resume bank.
Resume 1: Operation Return to Virgi...
View | Edit | Duplicate | Delete
Status: Not Searchable
Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder
Resume 2: Updated Fed Resume Septem...
View | Edit | Duplicate | Delete
Status: Not Searchable
Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder
Resume 3: Karlos DelToro Resume Apr...
View| Delete
Status: Not Searchable
Make Searchable
Format: doc file
Source: Uploaded from my computer
Build New Resume
Upload New Resume
You have created 3 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

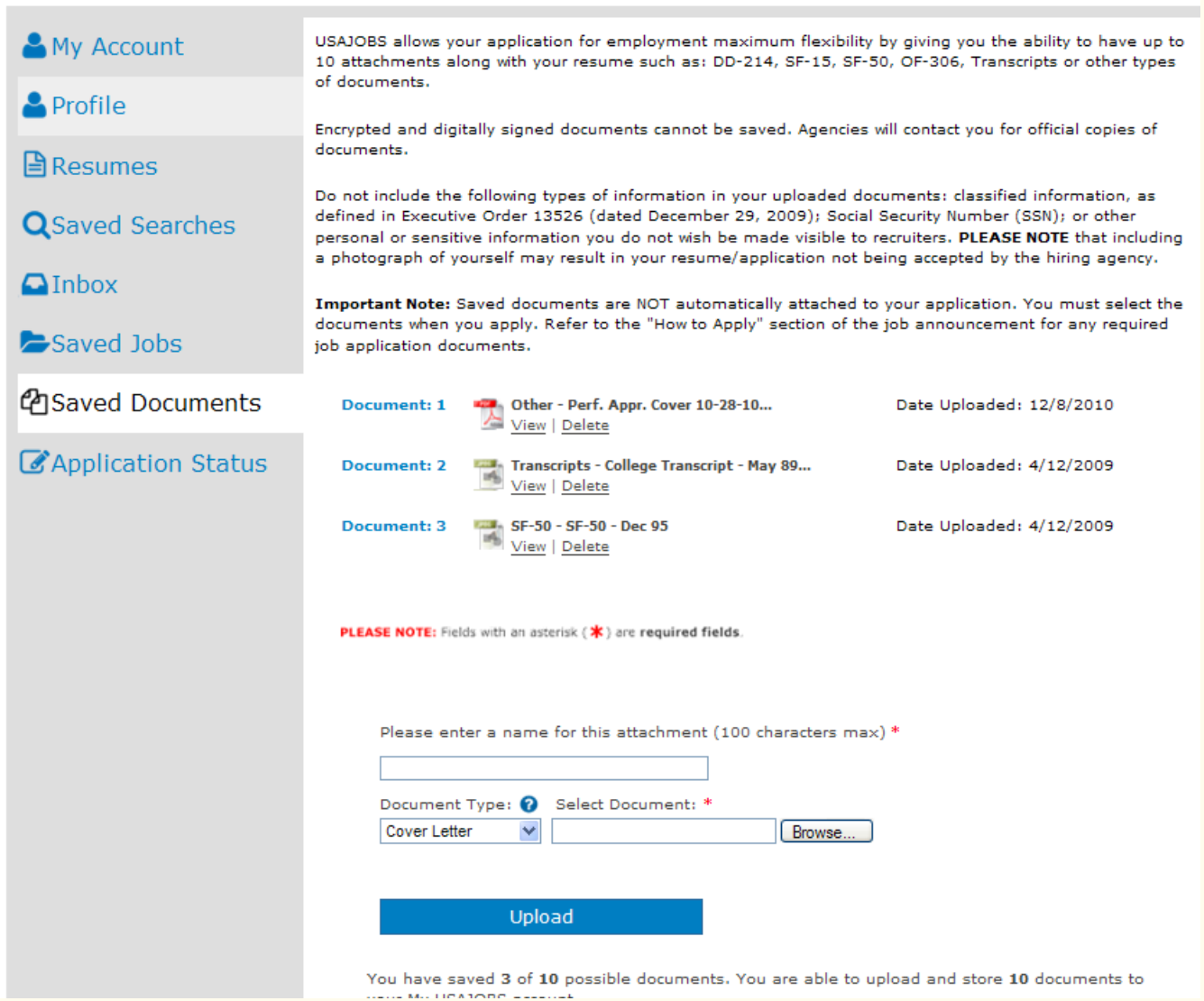
Step 3 – Set Up/Manage Your Account (cont'd)



Step 3 – Set Up/Manage Your Account (cont'd)



Step 3 – Set Up/Manage Your Account (cont'd)


My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.
Encrypted and digitally signed documents cannot be saved. Agencies will contact you for official copies of documents.
Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. PLEASE NOTE that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.
Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.
Document: 1
Other - Perf. Appr. Cover 10-28-10...
View | Delete
Date Uploaded: 12/8/2010
Document: 2
Transcripts - College Transcript - May 89...
View | Delete
Date Uploaded: 4/12/2009
Document: 3
SF-50 - SF-50 - Dec 95
View | Delete
Date Uploaded: 4/12/2009
PLEASE NOTE: Fields with an asterisk (*) are required fields.
Please enter a name for this attachment (100 characters max) *
Document Type:
Select Document: *
Cover Letter
Browse...
Upload
You have saved 3 of 10 possible documents. You are able to upload and store 10 documents to

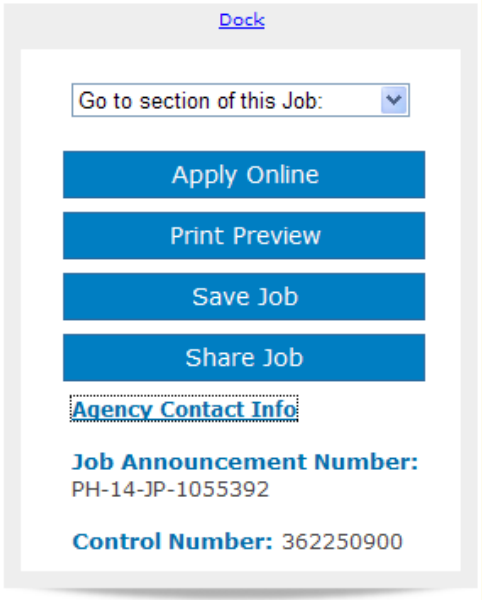
Step 4 – Apply for a Job

Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and score 85 or better on established ranking criteria, not including veterans' preference points, if applicable. Proof of eligibility includes the following: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from. Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap

AGENCY CONTACT INFO:

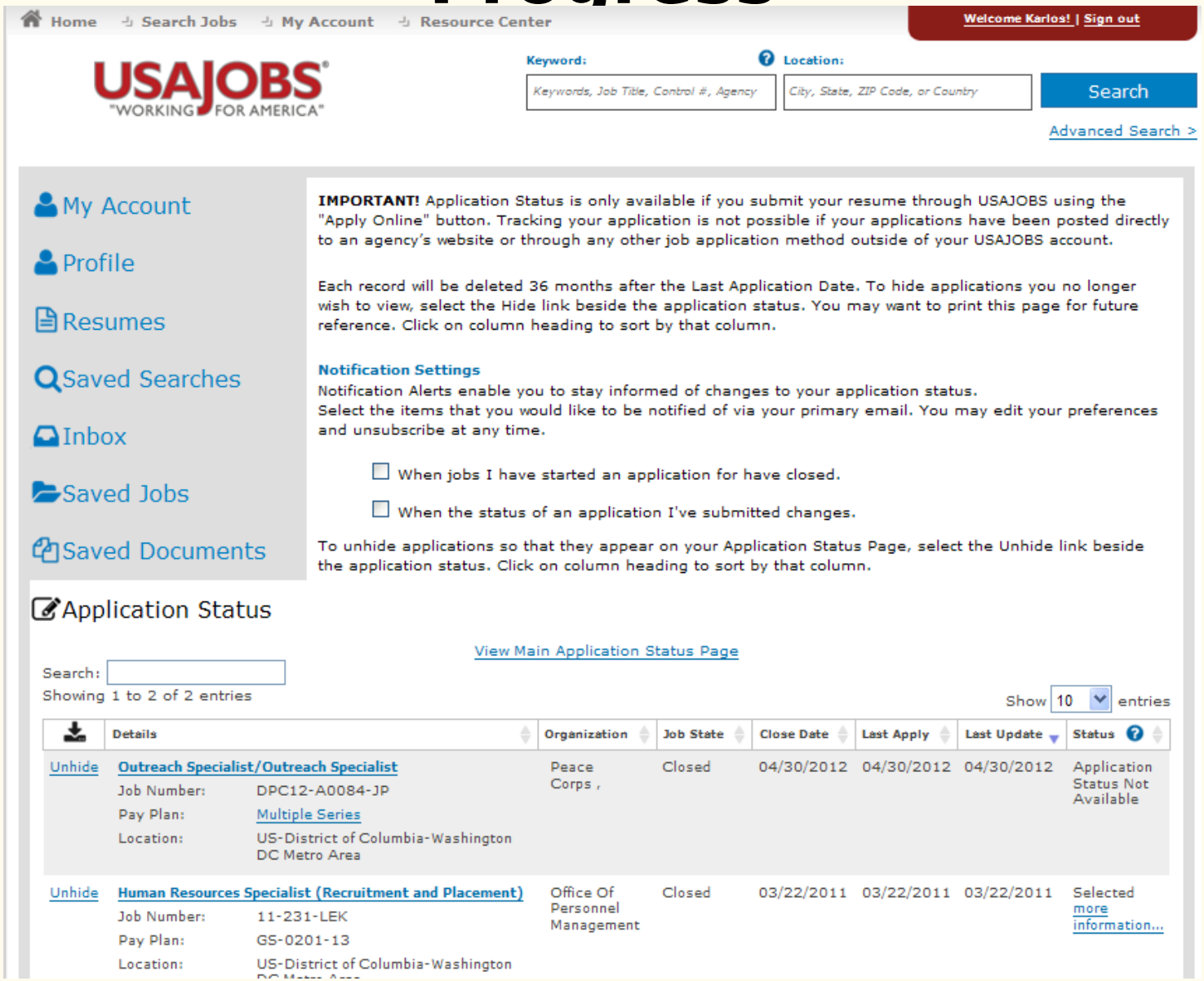
Philadelphia Services Branch
Phone: (215)861-3074
Email: PHILADELPHIA.MAIL@OPM.GOV

Agency Information:
Philadelphia Services Branch
US Office of Personnel Management
600 Arch Street
Philadelphia, PA
19106
USA



Remember to follow the "How to Apply" instructions carefully, as they may differ across agencies

Step 5 – Keep Track of Progress


Home
Search Jobs
My Account
Resource Center
Welcome Karlos! | Sign out
USAJOBS
"WORKING FOR AMERICA"
Keyword:
Location:
Keywords, Job Title, Control #, Agency
City, State, ZIP Code, or Country
Search
Advanced Search >
My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
IMPORTANT! Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.
Each record will be deleted 36 months after the Last Application Date. To hide applications you no longer wish to view, select the Hide link beside the application status. You may want to print this page for future reference. Click on column heading to sort by that column.
Notification Settings
Notification Alerts enable you to stay informed of changes to your application status.
Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.
When jobs I have started an application for have closed.
When the status of an application I've submitted changes.
To unhide applications so that they appear on your Application Status Page, select the Unhide link beside the application status. Click on column heading to sort by that column.
Application Status
View Main Application Status Page
Search:
Showing 1 to 2 of 2 entries
Show 10 entries
Details
Organization
Job State
Close Date
Last Apply
Last Update
Status
Unhide
Outreach Specialist/Outreach Specialist
Job Number: DPC12-A0084-JP
Pay Plan: Multiple Series
Location: US-District of Columbia-Washington DC Metro Area
Peace Corps ,
Closed
04/30/2012
04/30/2012
04/30/2012
Application Status Not Available
Unhide
Human Resources Specialist (Recruitment and Placement)
Job Number: 11-231-LEK
Pay Plan: GS-0201-13
Location: US-District of Columbia-Washington
Office Of Personnel Management
Closed
03/22/2011
03/22/2011
03/22/2011
Selected
more information...

What to Expect Next

1. Notification your application has been received by the agency
2. Agency will review eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency will rank candidates based on qualifications
5. Agency may conduct interviews
6. Agency will select the best candidate for the job
7. Applicants will be notified of selection or non-selection by the agency

What to Expect Next (cont'd)

Background Checks and Security Clearances

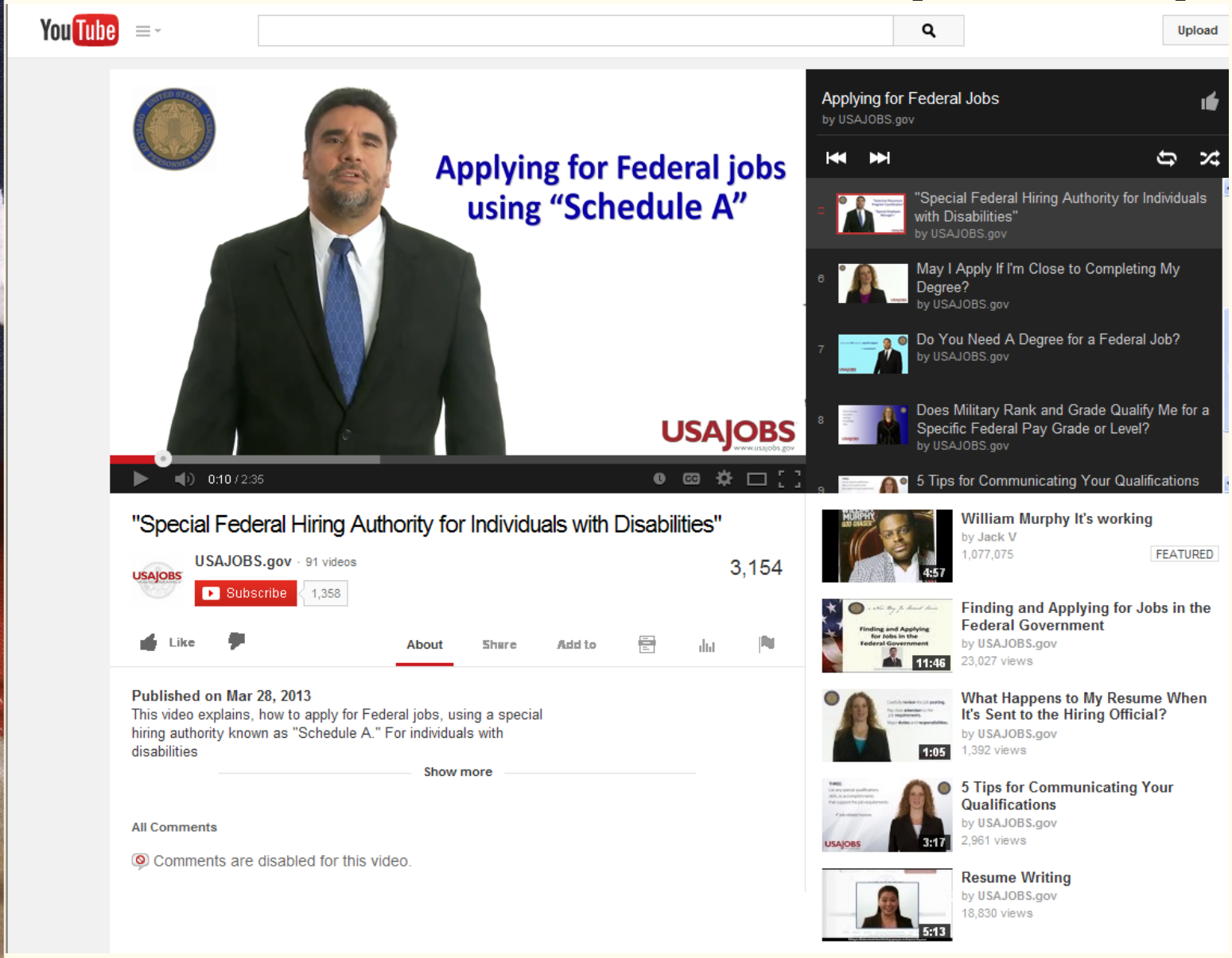
- Most individuals selected for Federal positions will be required to undergo a basic background investigation
- Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation

Additional Resources

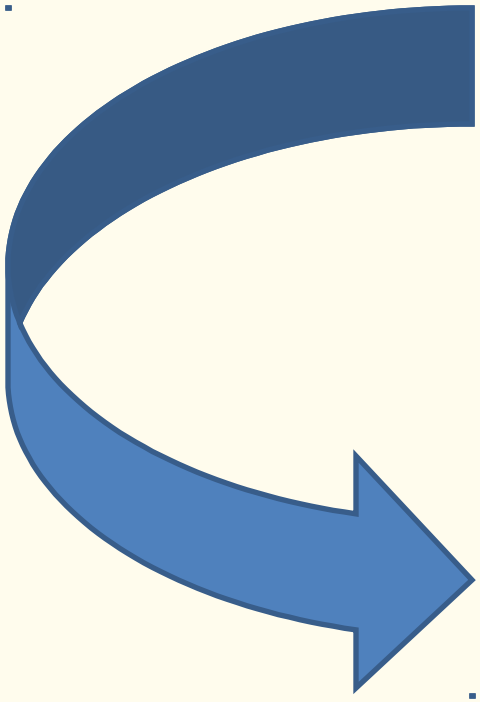
Additional Resources (cont'd)

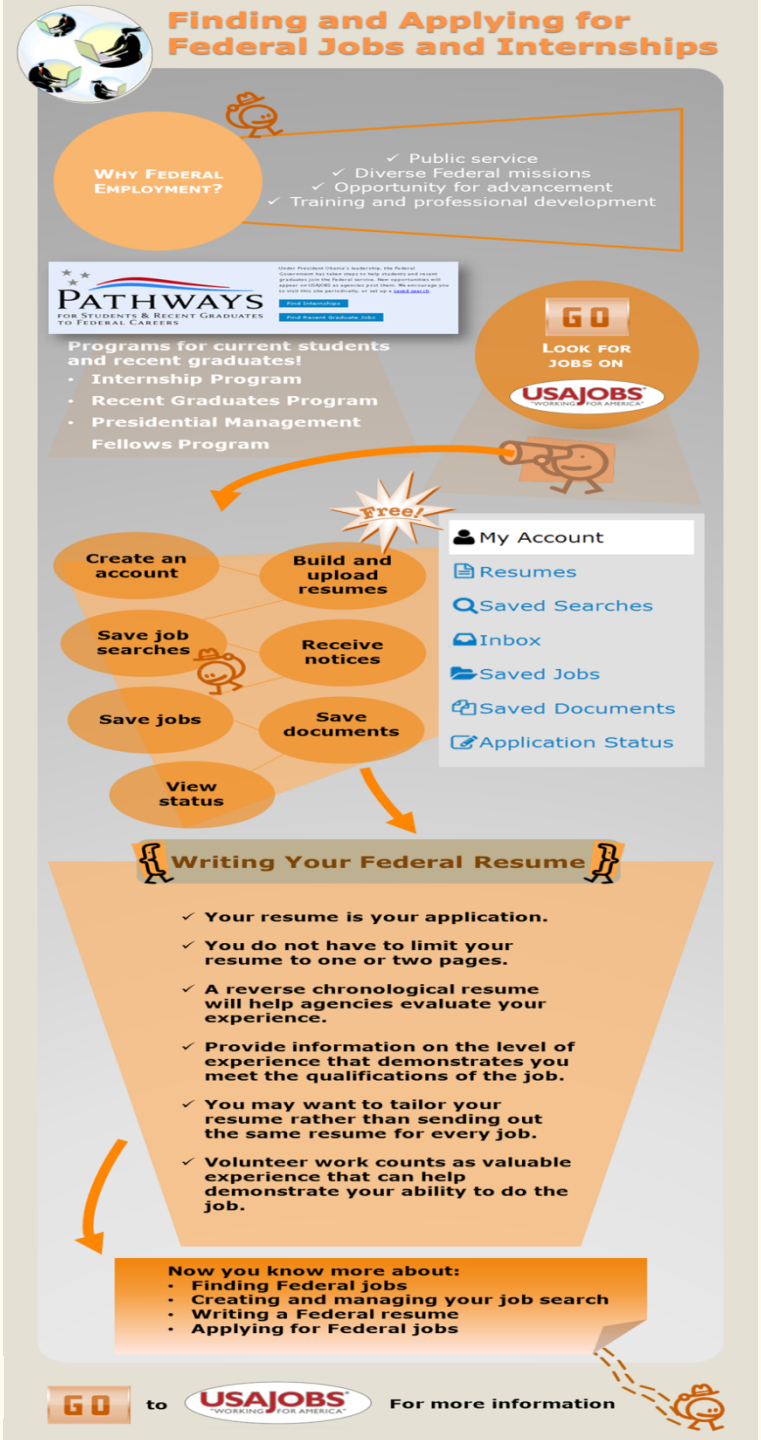
Home
Search Jobs
My Account
Resource Center
USAJOBS
"WORKING FOR AMERICA"
RESOURCE CENTER
Search
Getting Started
General Information
How to Apply
How to create your resume
How do I delete my USAJOBS Account
Job Search
Mobile Apps
More General Information
Contact us via email
If your question is still unanswered, or you have a comment or suggestion contact us We'll get back to you within 1 business day. Your interest and patience are appreciated.

Additional Resources (cont'd)



In Summary




Finding and Applying for Federal Jobs and Internships
Why Federal Employment?
✓ Public service
✓ Diverse Federal missions
✓ Opportunity for advancement
✓ Training and professional development
PATHWAYS
FOR STUDENTS & RECENT GRADUATES TO FEDERAL CAREERS
Programs for current students and recent graduates!
• Internship Program
• Recent Graduates Program
• Presidential Management Fellows Program
GO
Look for jobs on
USAJOBS
Free!
My Account
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status
Create an account
Build and upload resumes
Save job searches
Receive notices
Save jobs
Save documents
View status
Writing Your Federal Resume
✓ Your resume is your application.
✓ You do not have to limit your resume to one or two pages.
✓ A reverse chronological resume will help agencies evaluate your experience.
✓ Provide information on the level of experience that demonstrates you meet the qualifications of the job.
✓ You may want to tailor your resume rather than sending out the same resume for every job.
✓ Volunteer work counts as valuable experience that can help demonstrate your ability to do the job.
Now you know more about:
• Finding Federal jobs
• Creating and managing your job search
• Writing a Federal resume
• Applying for Federal jobs
GO to USAJOBS For more information

Contact

Recruitment Policy and Outreach
U.S. Office of Personnel Management
outreach@opm.gov

Questions